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ABSTRACT

Minimum standards are set forth for the 12 member libraries that currently constitute the Library of Michigan/Library for the Blind and Physically Handicapped (LM/LBPH) network to ensure that all LM/LBPH network libraries provide uniform, quality service to patrons in the service area. Introductory material includes listings of the Michigan Legislative Council members and alternate members, Library of Michigan Board of Trustees and administrators, the 1985 Committee to Revise the Standards for LM/LBPH Network Libraries, and LM/LBPH network libraries; and a map showing LM/LBPH library locations and the counties served. Standards are presented for the four broad areas of General Responsibilities of LM/LBPH to Network Libraries, General Responsibilities of LM/LBPH Network Libraries, Minimum Standards, and Ideal Standards. More specific topics addressed within each major category include: liaison, staff, registration/updating patron files, circulation, machine lending, facilities, collections, outreach, patron contacts, and volunteers. The National Library Service for the Blind and Physically Handicapped's "Sublending Agency Service Agreement for Sound Reproducers and Other Reading Equipment" and the American Library Association's "Revised Standards of Service for the Library of Congress Network of Libraries for the Blind and Physically Handicapped" are appended. (KM)

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STANDARDS FOR LM/LPBH NETWORK LIBRARIES 1985

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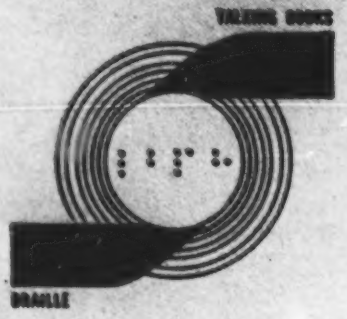
1985

Standards

For

Library of Michigan
Library For The Blind And
Physically Handicapped

Network Libraries



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Preface

A committee was formed at the Semi-Annual Meeting for Network Librarians on 1 May 1985 to review and revise STANDARDS FOR LIBRARY OF MICHIGAN/LIBRARY FOR THE BLIND AND PHYSICALLY HANDICAPPED NETWORK LIBRARIES. The committee met in July and the proposed revisions were mailed to network directors and librarians in August. The 1985 revised STANDARDS incorporate recommendations from the committee and from the field.

1985 committee members included:

Stanley K. Arnett II, Blue Water Library for the Blind and Physically Handicapped, Port Huron
Barbara Goral, Wayne County Regional Library for the Blind and Physically Handicapped, Wayne
Edith Darling Heezen, Library of Michigan/Library for the Blind and Physically Handicapped, Lansing
Carole Hund, Oakland County Library for the Blind and Physically Handicapped, Farmington Hills
Joan C. Smith, Library of Michigan, Lansing
Mary Udoji, Washtenaw County Library for the Blind and Physically Handicapped, Ann Arbor
Susan S. Williams, Northland Library for the Blind and Physically Handicapped, Alpena
Margaret Wolfe, Library of Michigan/Library for the Blind and Physically Handicapped, Lansing

Introduction

The concept of subregional service in Michigan took shape in 1972 with the opening of the Grand Traverse Area Subregional Library for the Blind and Physically Handicapped in Traverse City. Since that time, the Library of Michigan/Library for the Blind and Physically Handicapped (LM/LBPH) has developed twelve network libraries, the two newest opening in January 1983.

The purpose of network libraries is to provide recorded book service to the eligible blind and physically handicapped at the local level. The network library lends books recorded on disc and cassette and the equipment on which to play them; assists patrons in the selection of books; registers new patrons; publicizes service to encourage use by as many eligible patrons as possible; enlists assistance and support for service from civic groups, volunteers, special interest groups, and the news media; forwards requests to LM/LBPH for material the network library cannot supply; encourages patrons to use as many local library services as possible and to become involved in regular library activities.

The twelve existing libraries in the LM/LBPH network are unique. Administering libraries are different, communities vary and local funding support changes. Therefore, in an attempt to ensure that all network libraries provide uniform, quality service to patrons in the service area, Library of Michigan staff, LM/LBPH staff, and network librarians and directors agree that minimum requirements for network service should be formulated.

On 28 September, 1983, Standards were presented and accepted by the Michigan Legislative Council. Standards are reviewed and revised as appropriate.

Funding for network libraries is obtained from three levels: federal, state and local. The National Library Service for the Blind and Physically Handicapped (NLS/BPH) of the Library of Congress provides the materials and equipment as well as reference and bibliographic support, regular publications and coordinating support. LM/LBPH coordinates the LM/LBPH network, providing consultant and technical assistance, maintaining a statewide master patron file and machine inventory and providing back-up collections. Since 1977, the Library of Michigan has awarded Library Service and Construction Act (LSCA) grants to network libraries to assist them in delivering quality service. The administering agency for each network library provides additional local resources necessary to meet the needs of registered patrons.

For more than seven years, attempts have been made to secure state funds to support network library services. Since July 1983, money has been appropriated as a line item in the Library of Michigan's budget for the LM/LBPH and Wayne County blind and physically handicapped networks.

It is imperative that legislation be enacted which will provide sufficient funding to support the minimum standards. When full funding for network libraries becomes a reality, the minimum standards must be met as a prerequisite to receive funding. Also, the Standards will be the basis for a formal written agreement between each network library and LM/LBPH.

The Standards are divided into four parts:

Part I- GENERAL RESPONSIBILITIES OF LM/LBPH TO NETWORK LIBRARIES

Part II- GENERAL RESPONSIBILITIES OF LM/LBPH NETWORK LIBRARIES

Part III- MINIMUM STANDARDS

Part IV- IDEAL STANDARDS

LIBRARY OF MICHIGAN
LIBRARY FOR THE BLIND AND
PHYSICALLY HANDICAPPED

LM - 5/85

LM/LBPH Network Libraries

(L) LANSING REGIONAL
Library of Michigan LBPH
P.O. Box 30007
735 East Michigan Avenue
Lansing, MI 48909
PHONE: (517) 373-1593
WATS: 1-800-992-9012
ATTN: Margaret Wolfe

(1) GRAND TRAVERSE AREA LBPH
322 Sixth Street
Traverse City, MI 49684
PHONE: (616) 941-2311
ATTN: Carol Hubbell

(2) WASHTENAW COUNTY LBPH
4133 Washtenaw Avenue
P.O. Box 8645
Ann Arbor, MI 48107
PHONE: (313) 971-6059
ATTN: Mary Udoji

(3) KENT COUNTY LBPH
775 Ball Avenue N.E.
Grand Rapids, MI 49503
PHONE: (616) 774-3262
ATTN: Linda Waltman

(4) WILLARD LBPH
7 West Van Buren
Battle Creek, MI 49017
PHONE: (616) 968-8166
ATTN: Beverly Brown

(5) OAKLAND COUNTY LBPH
32737 West Twelve Mile Road
Farmington Hills, MI 48018
PHONE: (313) 553-0300
ATTN: Carole Hund

(6) MIDEASTERN LBPH
G-4195 West Pasadena
Flint, MI 48504
PHONE: (313) 732-1120
ATTN: Joyce Wheat

(7) UPPER PENINSULA LBPH
217 North Front Street
Marquette, MI 49855
PHONE: (906) 228-7696
906 WATS: 1-800-562-8985
ATTN: Suzanne Dees

(8) NORTHLAND LBPH
316 East Chisholm
Alpena, MI 49707
PHONE: (517) 356-1622
ATTN: Susan Williams

(9) BLUE WATER LBPH
210 McMorran Boulevard
Port Huron, MI 48060
PHONE: (313) 982-3600
ATTN: Stanley K. Arnett II

(10) MUSKEGON COUNTY LBPH
635 Ottawa Street
Muskegon, MI 49442
PHONE: (616) 724-6257
ATTN: Faith Jernigan

(11) MACOMB LBPH
16480 Hall Road
Mt. Clemens, MI 48044
PHONE: (313) 286-6660 or
469-5300
ATTN: Peg Hachey

(12) SOUTHWEST MICHIGAN LBPH
300 Library Lane
Portage, MI 49002
PHONE: (616) 323-3714
616 WATS: 1-800-554-0054
ATTN: Ann Niedzielski

WAYNE COUNTY

(W) WAYNE REGIONAL
Wayne County Regional LBPH
33030 Van Born Road
Wayne, MI 48184
PHONE: (313) 274-2600
TDD: (313) 326-1080
ATTN: Steven Gulvezan

DOWNTOWN DETROIT LBPH
121 Gratiot Avenue
Detroit, MI 48226
PHONE: (313) 224-0580
TDD: (313) 224-0584
ATTN: Alva Fuquay

MAP CODE	LOCATION	COUNTIES SERVED
1	Traverse City	Antrim, Benzie, Crawford, Grand Traverse, Kalkaska, Lake, Leelanau, Manistee, Mason, Mecosta, Missaukee, Newaygo, Oceana, Osceola, Roscommon, Wexford
2	Ann Arbor	Jackson, Lenawee (Clinton Twp. only), Livingston, Oakland (South Lyon only), Washtenaw
3	Grand Rapids	Ionia, Kent, Montcalm
4	Battle Creek	Barry, Branch, Calhoun, Cass (except for cities of Dowagiac and Marcellus), Eaton County (Bellvue Twp. only), Hillsdale, Lenawee (except for Clinton Twp.), Monroe, St. Joseph, Van Buren (except for cities of Hartford, Lawton, Paw Paw, South Haven)
5	Farmington Hills	Oakland (except for cities of South Lyon and Troy)
6	Flint	Genesee, Lapeer (except townships of Almont and Dryden), Shiawassee (except Laingsburg city and townships of Sciota and Middlebury)
7	Marquette	Alger, Baraga, Chippewa, Delta, Dickinson, Gogebic, Houghton, Iron, Keeweenaw, Luce, Mackinaw, Marquette, Menominee, Ontonagon, Schoolcraft
8	Alpena	Alcona, Alpena, Arenac, Charlevoix, Cheboygan, Emmet, Iosco, Montmorency, Ogemaw, Oscoda, Otsego, Presque Isle
9	Port Huron	Huron, Lapeer (Almont Twp. and Dryden Twp. only), St. Clair, Sanilac, Tuscola
10	Muskegon	Muskegon
11	Mount Clemens	Macomb, Oakland (Troy only)
12	Portage	Allegan, Berrien, Cass (Dowagiac and Marcellus only), Kalamazoo, Van Buren (Hartford, Lawton, Paw Paw and South Haven only)
L	Lansing	Bay, Clare, Clinton, Eaton (except for Bellvue Twp.), Gladwin, Gratiot, Ingham, Isabella, Midland, Ottawa, Saginaw, Wayne (Braille service only), Shiawassee County (Laingsburg city and twp. of Sciota and Middlebury)
W	Wayne	Wayne

Part I

GENERAL RESPONSIBILITIES OF LM/LBPH TO NETWORK LIBRARIES

A. Liaison

1) Provide consultant, reference and technical assistance as needed to network librarians, library directors, administrators and/or governing boards. Includes a minimum of two (2) telephone calls per week to the network library, semi-annual meetings and semi-annual visits to the network library.
2) The Regional Librarian will provide each network library with a biennial written assessment of its services based on the Standards. A report will be issued summarizing network-wide data.
3) Serve as liaison between NLS/BPH, Multistate Center and network libraries.
4) Coordinate services, procedures and communication among network libraries.

B. Registration/Transfers/Statistics

1) Maintain an automated system which can furnish mailing labels, printouts, etc.
2) Coordinate and compile statewide reader and circulation statistics on a monthly and semi-annual basis.
3) Maintain a master patron file, Comprehensive Mailing List System (CMLS) records, Magazine Master File (MMF) records and magazine subscriptions.
4) Transfer patrons from LM/LBPH service area to other NLS/BPH libraries.

C. Machine Lending Agency

1) Furnish each network library with disc and cassette machines and machine accessories.
2) Maintain and repair equipment.
3) Maintain a master machine file in the automated system which indicates the whereabouts of equipment.
4) Coordinate and compile network inventory statistics on a monthly and semi-annual basis.

D. Collections

1) Maintain a complete NLS/BPH collection (disc and cassette) to be used as backup for network library collections.
2) Maintain a complete braille collection and directly serve all registered individuals in Michigan, including Wayne County residents.
3) Assist in maintaining the network libraries' book collection, including the provision of supplemental copies to network libraries and/or directly to patrons.
4) Accept excess books and materials from network libraries.
5) Provide a microfiche catalog generated from LM/LBPH's automated system.
6) Perform interloan functions for network libraries with Multistate Centers, other network libraries and/or agencies, as requested.

E. Patron Contact

1) Provide a toll-free WATS line for in-state use.
2) Publish a newsletter.

F. Outreach

1) Publicize and promote library services at the state level.
2) Work with network libraries to develop public education and outreach programs.
3) Coordinate national publicity programs throughout Michigan.

G. Volunteers

1) Coordinate the efforts of individual volunteers to record or braille materials needed by LM/LBPH network patrons.
2) Coordinate statewide efforts of machine-repair volunteers.
3) Provide workshops to orient and train volunteers.

Part II

GENERAL RESPONSIBILITIES OF LM/LBPH NETWORK LIBRARIES

A. Liaison

1) Provide LM/LBPH and, when appropriate, NLS/BPH, with statistics, evaluations, reports and plans for the coming year, as required.
2) Keep LM/LBPH informed of activities, concerns and problems that arise.
3) Maintain regular communication with the public libraries in the network library's service area.

B. Staff

1) Provide sufficient staff to direct and run the service.
2) Staff should possess strong communication skills, be able to work effectively with handicappers, possess skills in community awareness and have, if possible, related experience.

C. Registration/Updating Patron Files

1) Register new patrons.
2) Provide LM/LBPH with current information regarding address changes, magazine requests, cancellations, transfers and other relevant information.

D. Circulation

1) Provide mail and walk-in recorded book service to registered patrons in the specified geographic area.
2) Provide patrons with recorded books from personal request lists, assist patrons in book selections, make library selections as necessary and refer requests to LM/LBPH which are not available in the network library's collections.

E. Machine Lending

Fulfill the terms of the Sublending Agency Service Agreement. (Attachment I)

F. Facilities

Provide barrier-free facilities.

G. Collections

1) Maintain a minimum of a two-year disc and cassette collection of NLS/BPH-produced English language titles.
2) Advise patrons of the availability of braille materials from LM/LBPH.
3) Maintain or have access to reference collections, vertical file information, directory assistance and make referrals as appropriate.

H. Outreach

Publicize recorded book, braille and/or large-print services to encourage use by as many eligible individuals as possible.

I. Patron Contacts

Maintain regular contact with all patrons in the service area.

J. Volunteers

Encourage the use of volunteers.

Part III

MINIMUM STANDARDS

Existing network libraries should meet the following minimum standards. To qualify as a new network library, the new library is required to comply with the minimum standards. The Regional Librarian will conduct biennial assessments to determine if minimum standards are maintained.

A. Liaison

1) Maintain accurate circulation statistics using the time period of the twenty-first (21st) of the month to the twentieth (20th) of the month. Submit statistics to LM/LBPH by the twenty-fifth (25th) of each month and semi-annual statistics by 25 March and 25 September.
2) Maintain accurate statistics regarding machine inventories using the time period of the twenty-first (21st) of the month to the twentieth (20th) of the month. Submit statistics to LM/LBPH by the twenty-fifth (25th) of each month. Semi-annual statistics will be compiled by LM/LBPH.
3) Send network librarian or designee to Semi-annual Meetings of Network Librarians and other programs or workshops, as appropriate.
4) Provide LM/LBPH and NLS/BPH with an annual report.

B. Staff

1) For network libraries with less than five hundred (500) patrons, have a minimum of 1.5 FTE paid staff, one of whom should be a librarian.
2) For network libraries with five hundred to one thousand (500-1000) patrons, have a minimum of 2 FTE paid staff, one of whom should be a librarian.
3) For network libraries with one thousand to fifteen hundred (1000-1500) patrons, have a minimum of 2.5 FTE paid staff, one of whom should be a librarian.
4) Provide written job descriptions for all paid positions.

C. Registration/Updating Patron Files

1) Process applications for new patrons within one (1) week of receipt. Forward paper information to LM/LBPH once a week.
2) Contact each new patron within one (1) week after receipt of application, either by telephone, letter or in person.
3) Forward patron address changes, requests for magazines and other relevant information via regular telephone contact with LM/LBPH within three (3) working days of notification.

D. Circulation

1) Offer a turnaround time for circulating books of no more than one (1) week.
2) Fill specific patron request(s) within two (2) working days or forward request(s) via regular telephone contact to LM/LBPH within three (3) working days.

E. Machine Lending

1) Assign and issue available equipment in accordance with the Sublending Agency Service Agreement. (Attachment I).
2) Advise LM/LBPH of all machine transactions within one (1) week.

F. Facilities

1) Provide sufficient space for efficient shelving of recorded book collections, i.e., enough space to shelve a retrospective two (2) year recorded book collection plus expansion room for one (1) additional year of recorded books.

2) Collections must be accessible to patrons for a minimum of thirty-five (35) hours per week, fifty-two (52) weeks per year.

G. Collections

1) Maintain an accessible recorded book collection of at least one (1) copy of each English language title produced in the previous two (2) years by NLS/BPH.

2) Evaluate the collection annually and send weeded titles to LM/LBPH.

3) Inspect all cassette books as they are returned from patrons.

H. Outreach

1) Make use of NLS/BPH and LM/LBPH produced brochures, pamphlets, news releases, radio and/or television spot announcements and other public education materials as they are made available.

2) Address groups and organizations about available services.

I. Patron Contacts

1) Attempt to contact all patrons who have been inactive for six months to determine whether they wish to continue service. If still inactive six months later, cancel and attempt to retrieve materials.

2) Provide free telephone access to patrons during the hours the network library is open, advising patrons of the availability of LM/LBPH's toll-free WATS line.

J. Volunteers

1) Provide written procedures for all volunteer positions.

2) Publicly recognize the services of volunteers on an annual basis.

Part IV
IDEAL STANDARDS

A. Liaison

1) Provide LM/LBPH with written goals and objectives for the coming year.
2) Annually visit and/or communicate with the public libraries in the network library's service area, keeping them abreast of services and materials available at the network library.
3) Send network librarian to NLS/BPH three-day orientation.
4) Send network librarian or designee to yearly Midlands Conference or National Conference of Librarians Serving the Blind and Physically Handicapped.

B. Staff

1) For network libraries with less than five hundred (500) patrons, have a minimum of 2.5 FTE paid staff, one of whom should be a professional librarian.
2) For network libraries with five hundred to one thousand (500-1000) patrons, have a minimum of 3 FTE paid staff, one of whom should be a professional librarian.
3) For network libraries with one thousand to fifteen hundred (1000-1500) patrons, have a minimum of 3.5 FTE paid staff, one of whom should be a professional librarian.
4) Staff will participate in continuing education activities relating to the blind and physically handicapped library services.
5) Have transcribers (tape and/or braille) available who can produce immediately needed items.

C. Registration/Updating Patron Files

Arrange for direct patron contact to introduce new patrons to the program or to consult about service problems and questions.

D. Circulation

Offer a turnaround time for circulating books of no more than one (1) working day.

E. Machine Lending

Have a paid staff member repair and/or coordinate the repair of equipment.

F. Facilities

Provide sufficient space for effective working conditions. (See Table 2, ALA **Revised Standards of Service for the Library of Congress Network of Libraries for the Blind and Physically Handicapped**, 1984, Attachment II.)

G. Collections

1) Inspect, clean and/or repair disc and cassette books and containers as they are returned from patrons.
2) Provide or have access to a circulating large-print collection making it available to patrons in the service area.

H. Outreach

1) Annually contact local agencies serving the blind and handicapped.
2) Develop and implement an annual plan for public education and outreach seeking opportunities to address groups and organizations about available services.

I. Patron Contact

1) Conduct biennual survey of patrons to evaluate consumer satisfaction.
2) Produce materials for inclusion in LM/LBPH's newsletter or produce network newsletter on an annual basis.
3) Develop programs for patrons such as summer reading programs, book clubs and consumer involvement committees.
4) Develop and implement an annual plan to inform patrons of programs at their local public library and services available through other agencies.

J. Volunteers

Annually review and evaluate utilization of volunteers in the network library.

Attachment I

National Library Service for the Blind and Physically Handicapped, Library of Congress (5/83).

SUBLENDING AGENCY SERVICE AGREEMENT FOR SOUND REPRODUCERS AND OTHER READING EQUIPMENT

WHEREAS, the **(official name of parent machine-lending agency)**, (hereinafter **(appropriate short title)**) is part of the national program of free library services to blind and physically handicapped persons administered by the Library of Congress, National Library Service for the Blind and Physically Handicapped; and

WHEREAS, the **(short title)** has joined in agreement with the Library of Congress, National Library Service for the Blind and Physically Handicapped, to be a Lending Agency of sound reproducers and other reading equipment; and

WHEREAS, as a Machine-Lending Agency, pursuance of the national program involves the loan to and use by blind and physically handicapped readers in the State of reading material in a variety of nonprint formats and appropriate equipment for their use which is the property of the Library of Congress; and

WHEREAS, _____

_____

(hereinafter "Sublending Agency") is particularly suited to assist in the execution of the program entrusted to the **(short title)** in the State of _____.

NOW THEREFORE, in order to cooperate in making sound reproducers and other reading equipment available to the blind and physically handicapped, the parties hereby agree as follows:

A. **ELIGIBILITY**

Eligibility, its determination and certification is specified in 36 CFR 701.10.

B. **Eligibility Approval**

The **(short title)** because of its responsibility for the ongoing provision of Library service, is the agency responsible for final approval of eligibility within the state. Implementation will normally be limited to **(short title)** review of applications which the sublending agency has evaluated as ineligible. The sublending agency, within one working day, will forward these applications to the **(short title)** Director for review, signature, and return to the sublending agency. Should the **(short title)** Director judge the applicant eligible, the sublending agency must act upon the application immediately upon its return from the **(short title)**. Application for service may not be denied without the signed concurrence of the **(short title)** Director. The Library of Congress is responsible for decision on final eligibility at the national level and for resolving questionable instances of eligibility, when agreement cannot be reached at the local level.

C. **Designation of Sublending Agency**

1. With prior approval of the Library of Congress and in coordination with the **(parent agency of MLA)** and the **(short title)**, sublending agencies may be designated by the **(short title)** to assist in the distribution of sound reproducers and other reading equipment.

2. Any sublending agency so designated will enter into a written agreement with the **(short title)** and the **(parent agency of MLA)**; assuring all provisions of this agreement are adhered to. A copy of the signed agreement will be furnished to the Library of Congress for each sublending agency assisting in the program.

D. **Transfer of Sound Reproducers and Other Reading Equipment**

Sound reproducers and other reading equipment remain the property of the Library of Congress. Upon receipt of written instructions from the **(short title)**, the Sublending Agency will ship all or any portion specified of unassigned inventory to designated locations.

E. **Responsibility of the (short title)**

1. The (**short title**) will instruct the Sublending Agency as to use and maintenance of furnished sound reproducers and other reading equipment and accessories.

2. The Sublending Agency, using the free mailing privilege, will employ the United States Postal Service as carrier for the transportation of Library of Congress supplies, equipment, and accessories.

3. In cases where it can definitely be shown that a hardship exists at the Sublending Agency whereby the program will suffer, the (**short title**) will write to the Library of Congress and the Library of Congress, upon prior written approval, will reimburse the Sublending Agency for costs incurred for transportation of sound reproducers and other reading equipment. Costs incurred without the Library of Congress' prior written approval will not be reimbursed. Requests for approval must be in writing and must include:

a. A justification as to why the Postal Service cannot be employed,

b. The cost involved per trip, and

c. The cost per article transported.

Invoices for reimbursement shall be forwarded to the Library of Congress within thirty (30) days of invoice date. In the event that conditions causing the hardship improve, the Library of Congress shall be notified immediately.

4. The (**short title**) will make arrangements with the Library of Congress when informed by the Sublending Agency of its need for mailing cartons for sound reproducers and other reading equipment.

5. The (**short title**) will make requests to the Library of Congress for needed sound reproducers and other reading equipment.

6. The (**short title**) will make arrangements for the repair of sound reproducers and other reading equipment and will inform the Sublending Agency of the procedures.

F. **Responsibility of the Sublending Agency**

1. The Sublending Agency will serve all persons eligible for service within its designated geographical service area.

2. The Sublending Agency will have custodial responsibility for all sound reproducers, other reading equipment and accessories assigned to it, and will take normal security precautions for their safekeeping.

3. The Sublending Agency will maintain inventory control over all sound reproducers and other reading equipment assigned to it, and will provide the following information as requested by the (**short title**) with reasonable promptness:

a. The number of machines received from the (**short title**) or Library of Congress, date of receipt, and the number on hand awaiting assignment—by model number, and serial number;

b. The number of machines in need of repair, model number, and serial number;

c. The number of machines assigned, providing access to location information by type of machine, serial number, and by the name of the person or institution holding the machine; and

d. The number of accessories received, assigned, and the number on hand awaiting assignment, by type of accessory.

4. The Sublending Agency will make available all pertinent files to duly authorized representatives of the (**short title**), the Library of Congress, or of the General Accounting Office if requested.

5. It is the responsibility of the Sublending Agency to assure the confidentiality of records relating to recipients of the Library of Congress reading equipment. The records are confidential except for

those portions defined by local law as public information. It is the responsibility of the Sublending Agency and the Lending Agency to inform the reader at the time he makes application for service of the extent to which the information provided may be released to other individuals, institutions, or agencies.

6. Theft of equipment will be simultaneously reported to the local police and the **(short title)** as soon as discovered.

7. Subject to availability, the Sublending Agency will assign and ship reading equipment and accessories to eligible persons within three (3) working days of receipt of an acceptable application and adequate information for service. Where personal delivery of machines is furnished delivery time may be extended to a period not to exceed ten (10) working days following receipt of application, providing the applicant is notified within three (3) days of the application's acceptance, of the agency's intention to deliver and offered the alternative of delivery by the U.S. mail.

8. The Sublending Agency will use the application form for service provided by the **(short title)**.

9. Sublending Agency will:

   a. Maintain effective liaison with the **(short title)** in their joint effort to communicate with eligible persons and provide them with the best service possible;

   b. Coordinate with and assist the **(short title)** in retrieving sound reproducers and other reading equipment and accessories from inactive readers.

10. Completed reports will be submitted to the **(short title)** by the Sublending Agency as required and in the time specified.

G. It will be the responsibility of the Sublending Agency, where possible, to instruct the readers regarding:

1. Reasonable care of sound reproducers and other reading equipment;

2. Repair service and the procedure for availing themselves of it;

3. Transfer of eligibility to another Lending Agency's service area when reader moves;

4. Necessity of notifying the Sublending Agency when taking sound reproducers and other reading equipment to another Lending Agency's service area.

H. **Termination**

It is understood that this agreement may be terminated by either party upon six (6) months written notice. **Failure by either party to adhere to the provisions of this agreement will be considered just cause for its termination.**

I. This agreement is subject to annual review

Accepted for:

_____	_____
(signature-Director of SLA's parent Agency)	(name of MLA's parent agency)
_____	_____
(Date)	(signature-Director of MLA)
_____	_____
(signature-Director of SLA)	(Date)
_____	_____
(Date)	Director (of MLA's parent agency)
	_____
	(Date)

Attachment II

ALA Revised Standards of Service for the Library of Congress Network of Libraries for the Blind and Physically Handicapped.

TABLE 2

Guidelines for Determining Minimum Space Requirements

Area	Minimum Size (sq. ft.)	Comments
Reception	200	Continuously staffed and properly furnished
Reading room	400	Located near the reception area Stocked with catalogs, brochures, books, and magazines on disc, cassette, and braille Includes tables with talking book and cassette machines equipped with earphones for private listening Low-vision aids Aid for users with physical handicaps
Work area for clerical staff and volunteers	150-175 per person	Space required for desks, user files and records, automated equipment, and passageways
Offices	125 for each person	Private offices for at least the head and the assistant head Librarians and others may share
Recording, tape duplicating and storage	600	Includes space for recording booth, duplicating units, and shelving for master tapes and blank tapes
Shipping and receiving	1,500	Includes a loading dock accessible to the postal truck
Equipment and supply storage	800	For storage of catalogs, brochures, and a 3-month supply of machines
Equipment repair	500	Should have adequate electrical outlets
Conference room	500	Should be available
Staff lounge	300	Should be available
Book stacks	See Table 3	Square footage required must be estimated after calculating linear feet of shelving

Note: Network libraries located in the administering library may adapt the square footage requirement for shared spaces.

This publication was produced by

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